

MEMORANDUM FOR: Deputy Director, Support
Deputy Director, Intelligence
Deputy Director, Plans
Deputy Director, Science and Technology

SUBJECT: The Use of the Executive Dining Rooms for ~~Special Functions~~

STAT REFERENCE:

1. It is the policy to encourage the use of the Executive Dining Rooms for official entertainment when operationally feasible. Arrangements and reservations should be made through the Executive Dining Room office located in Room 7-E-07,

STAT Telephone Extension This office may also be utilized in making reservations and arrangements in other restaurants in the Washington area.

2. Special arrangement procedures are as follows:

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a. The entertainment of ~~government employees~~ exclusively is ordinarily not reimbursable ~~expense~~; however, officials may be reimburse ^{such} for the entertainment of ~~government employees~~ when prior approval has been granted by ~~either~~ the Director, Deputy Director, or Executive Director. ~~In such cases the arranging office is to inform the Dining Room Officers that specific approval has been granted, whereupon the Dining Room Officers will make arrangements for the Dining Room to be reimbursed from the Office of Finance. In the case of luncheon affairs, CIA employees will be billed directly and the reimbursement for the rest of the bill will be arranged by the Dining Room Office. Whereas for breakfast and dinner functions, the Dining Room will request reimbursement for all participating individuals, including employees. The guest list for these functions will be considered a confidential matter and the lists will remain in the files of the Office of the Director.~~

b. When guests other than ¹government employees are entertained, prior approval by any of the three senior officers of the Agency is not mandatory. Reservations for the dining room should be made in the normal manner. The arranging officers will be sent a bill which includes

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all individuals participating in the breakfast or dinner. For luncheon functions the bill will contain the amount to be reimbursed for guests only: CIA employees will be billed directly. The arranging officers will be responsible for submitting the appropriate vouchers to the Office of Finance for reimbursement.

c. Private parties are not normally given in the Executive Dining Rooms; however, when special security implications exist a private party can be arranged when prior approval has been given by the Director, Deputy Director, or Executive Director. In such cases the total bill will be sent directly to the arranging office.

3. The price policy of the Executive Dining Rooms is as follows:

For a breakfast function, \$1.35 per person will be charged.

For luncheon the prices which exist on the standard luncheon menu will be utilized.

For a dinner function, the price will be determined by adding the cost of food, wines and miscellany plus a 20% charge for overhead. (The per capita cost is arrived at by dividing this figure by the number of guests.)

All overtime charges for the cooks and waiters is absorbed in the budget of the Office of the Director. The requesting office will not be charged for labor.

L. K. WHITE
Executive Director-Comptroller

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